

Bulletin



COVID-19 Test Kit Distribution

Office of Safety

Bulletin #2022-032
January 31, 2022

COVID-19 Test Kit Distribution

A Message from the Office of Corporate Health and Safety

Date: January 31, 2022

In order to meet increasing demand for COVID-19 test kits, LADWP is now able to offer self-administered antigen tests kits to employees. These kits are similar to those available at your local pharmacy and those distributed by the United States Postal Service. They deliver results in about 15 minutes, and can be taken at home or in the office, Kits are limited to one kit per employee, per week, and are packaged in either one or two kits per box. Please remember to bring your Department ID when picking up your kit. Kits are limited in supply.

To obtain a kit:

- For field personnel, request one from the warehouse at your reporting location.
- For call centers and remote areas without warehouse support, request one through your manager or supervisor.
- At JFB, on A Level, Monday through Friday from 9:00 – 11:00 AM and 2:00 – 3:00 PM or as supplies last.

These kits are being offered for the convenience of our employees, and are not part of a formal testing program. They will be offered on a limited-time basis until the nationwide supply can support local demand.

If you test positive with any test kit, isolate yourself and immediately contact your supervisor and the Resource Office positive test hotline at (213) 367-6888 for next steps. The antigen test is not a substitute for a PCR test kit. A PCR test is required to confirm a positive antigen test result.

Please remember to stay home if you have symptoms, always wear the appropriate face covering while indoors (N95 or surgical/medical grade) or within six feet of others while outdoors, get vaccinated and boosted, and wash your hands often, even with a negative test result.

Managers and supervisors who require bulk test kits for remote locations and locations not served by Supply Chain Services (SCS), please contact Mr. Juan Ruiz at (213) 367-7461 or Ms. Sandra Crassweller at (213) 367-7590.



NAZIR FAZLI
Chief Safety Officer